



United States District Court  
District of Oregon

Application For Attorney Admission  
and CM/ECF Registration

- ▶ **Applicable Local Rules:** LR 83.1-5 sets forth the rules and requirements for admission to practice before the bar of the United States District Court for the District of Oregon.
- ▶ **CM/ECF Registration:** Concurrent with admission to the bar, attorneys will automatically be registered to access the court's Case Management/Electronic Case File system (See <http://ecf.ord.uscourts.gov>). After admission, the Clerk's Office will send a confidential CM/ECF login and password to the attorney via e-mail.
- ▶ **Requirements For General Admission:** LR 83.2(a) requires that each applicant must be an active member in good standing of the Oregon State Bar; and must submit a completed application for admission on the enclosed forms. Payment of the admissions fee, \$200.00, must accompany the application for admission and be in the form of check or money order made payable to Clerk, U.S. District Court.
- ▶ **Reinstatement Following State Bar Disciplinary Action:** Attorneys who have applied for reinstatement to the Oregon State Bar (pursuant to Title 8 of the Oregon State Bar's Rules of Procedure) must also separately apply for reinstatement to the bar of this court after being reinstated by the Oregon Supreme Court. Applications for reinstatement before this court must be filed with the clerk using the same forms required by The Oregon State Bar and the applicant must pay a \$200.00 application fee.
- ▶ **Where to File an Application:** Applicants are required to personally attend an attorney admission ceremony in order to be admitted to practice before this Court. Monthly admission ceremonies are scheduled in Portland, Eugene, and Medford, and may be scheduled in Pendleton. The application packet should be submitted to the office where the applicant wishes to attend the admission ceremony.

Portland	Eugene	Medford	Pendleton
<b>U.S. District Court - Oregon Attorney Admissions Clerk</b> 740 U.S. Courthouse 1000 SW Third Portland, OR 97204-2902 [503] 326-8020	<b>U.S. District Court - Oregon Attorney Admissions Clerk</b> 100 U.S. Courthouse 211 East 7 <sup>th</sup> Street Eugene, OR 97401 [541] 465-6423	<b>U.S. District Court - Oregon Clerk's Office, 2<sup>nd</sup> Floor</b> U.S. Courthouse 310 W Sixth, Room 201 Medford, OR 97501 [541] 608-8777	<b>U.S. District Court Oregon Attorney Admissions Clerk</b> 740 U.S. Courthouse 1000 SW Third Portland, OR 97204-2902 [503] 326-8020

- ▶ **Scheduling Admission Ceremonies:** Once the application has been received and processed, a deputy clerk will notify the attorney in writing of the date and time for the scheduled admissions ceremony.
- ▶ **U.S. District Court Historical Society:** The admission fee includes a one year membership in the U.S. District Court Historical Society. To complete enrollment, submit the membership application form included in this packet with the attorney admission application form. At the conclusion of the admission ceremony, the attorney may increase their initial annual membership to any of the following membership categories in the U.S. District Court Historical Society. For additional information, contact the U.S. District Court Historical Society at the address on the membership application form.

- ▶ **Federal Bar Association – Oregon Chapter:** The Federal Bar Association is a national association with local chapters. The Oregon Chapter actively participates with the court to improve the quality of federal litigation in the District and Bankruptcy Courts in Oregon. Admission to the Federal Bar Association is open to all attorneys admitted to practice before this court. The Oregon Chapter has monthly lunch meetings from September through May of each year, usually on the third Thursday of the month. Luncheon speakers include federal district, magistrate, and bankruptcy judges, and other speakers of interest to our members.

The Oregon Chapter – in conjunction with Lewis & Clark Northwestern School of Law – regularly holds CLE Federal Practice and Procedure seminars for both young lawyers and experienced practitioners. Judges of the Federal Court participate as speakers in these CLE activities.

The Federal Bar Association publishes a Federal Court Practice Handbook. This handbook contains each judge's unique views and preferences on every aspect of procedure, from Rule 16 discovery planning conferences to the verdict form, and everything in between. This handbook will prove an invaluable resource for every lawyer who appears before our federal bench. The Handbook includes a three-ring binder organized by judge and a searchable CD-ROM. It can be ordered from Katherine Heekin at The Heekin Law Firm, 121 S.W. Morrison St., Suite 600, Portland, OR 97240, (503) 222-5708 or [katherine@heekinlawoffice.com](mailto:katherine@heekinlawoffice.com). The cost is \$75 for FBA members, and \$85 for non-members. Please make all checks payable to the Federal Bar Association. For further information about the FBA, or for a membership application form, please visit the FBA website at [www.fedbar.org](http://www.fedbar.org).

- ▶ **Pro Bono Representation Panel:** In 1989, the United States District Court for the District of Oregon established a Pro Bono Representation Panel of volunteer attorneys. The purpose of this panel is to represent pro se litigants in the prosecution of their actions before the Court. The panel is supervised by an Indigent Representation Supervisory Committee.

Upon granting of a motion for appointment of counsel, the court will ask an attorney on the panel to investigate the plaintiff's case and accept representation if he determines there is a meritorious claim. No funds are available for reimbursement of investigative expenses prior to a decision to accept or decline representation. Should an attorney accept representation and prevail, attorneys fees may be claimed as provided by law.

The court actively seeks out qualified attorneys to join the panel, and we ask you to consider volunteering your services to this important effort. Please complete the application form below and return to the Division Manager, Clerk's Office, U.S. District Court, at any of our divisional offices.

- ▶ **EEOC Attorney Referral Program:** The Equal Employment Opportunity Commission (EEOC) is seeking new attorneys to join their EEOC Lawyer Referral panel. Applications may be obtained from the Seattle District Office of the EEOC at (206) 220-6883.
- ▶ **U.S. District Court Website:** The U.S. District Court website contains online access to current local rules, court notices, fee schedules, forms and contact information. For additional Case Management/Electronic Case Filing information (CM/ECF) see <http://ord.uscourts.gov/ECF/CMECFHomePage.htm>
- ▶ **Attorney Admission Fund:** By general order of the court, attorneys applying for admission pursuant to LR 83 pay a specified amount in excess of the basic fee set by the Judicial Conference. This excess amount will be deposited to the district's Attorney Admission Fund. Monies held in the Attorney Admissions Fund are to be used for the benefit of the bench and bar; such as sponsoring courtroom technology training and certification for trial lawyers and other continuing legal education programs.

**United States District Court**  
**for the District of Oregon**

**In the Matter of the Application of  
(Attorney's Name)  
for Admission to the Bar of the United States District  
Court for the District of Oregon**

## Application for Attorney Admission and CM/ECF Registration

In accordance with LR 83.1, I am applying for admission to the Bar of the United States District Court for the District of Oregon. In support of this application, I certify that I am an active member in good standing with the Oregon State Bar; that I have read and am familiar with the Federal Rules of Evidence, the Federal Rules of Civil and Criminal Procedure, and the local rules of this Court, and this Court's Statement of Professionalism.

**(1) PERSONAL DATA:**

Name: \_\_\_\_\_  
           *(Last Name)*                 *(First Name)*                 *(MI)*                 *(Suffix)*

Oregon State Bar ID Number: \_\_\_\_\_

Firm or Business Affiliation: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ - \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Business e-mail address: \_\_\_\_\_

**(2) EDUCATION:**

(a) Undergraduate School: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

(b) Graduate School: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

(c) Law School: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

**(3) BAR ADMISSIONS INFORMATION:**

(a) Date Admitted to the Oregon State Bar: \_\_\_\_\_

(b) Other State Bar Admission(s), date of Admission(s), and Bar ID number(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(c) Other Federal Court Admission(s), Date of Admission(s), and Bar ID number(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(4) CERTIFICATE OF DISCIPLINARY ACTIONS:**

(a) \_\_\_\_\_ I am not now, nor have I ever been subject to any disciplinary action by the Oregon State Bar.

(b) \_\_\_\_\_ I am now, or have been subject to disciplinary action and am applying for reinstatement (Attach reinstatement application pursuant to Title 8 of the Oregon State Bar's Rules of Procedure).

**(5) CM/ECF Registration:** Concurrent with approval of this application, I acknowledge that I will automatically be registered to access the court's Case Management/Electronic Case File system. (*See <http://ord.uscourts.gov/ECF/CMECFHomePage.htm>*). I also consent to electronic service pursuant to Fed. R. Civ. P 5(b)(2)(D) and LR 100.

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature**

**UNITED STATES DISTRICT COURT**  
**DISTRICT OF OREGON**

**Certification in Support of** \_\_\_\_\_

**Application for Admission to the Bar of the**

**United States District Court for the District of Oregon**

\_\_\_\_\_

**CERTIFICATE**

In accordance with the requirements of LR 83.1, I certify that:

- (1) I am a member in good standing of the Oregon State Bar and the Bar of this Court;
- (2) I am personally acquainted with the applicant listed below; and
- (3) I know the applicant to be of good moral character and otherwise competent and eligible to be admitted to practice before the bar of the United States District Court for the District of Oregon.

_____ <i>Applicant's Last Name</i>	_____ <i>First Name</i>	_____ <i>Middle Initial/Suffix</i>
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**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Signature)

Sponsor's Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

OSB ID Number \_\_\_\_\_

**UNITED STATES DISTRICT COURT**  
**DISTRICT OF OREGON**

**Certification in Support of** \_\_\_\_\_

**Application for Admission to the Bar of the**

**United States District Court for the District of Oregon**

\_\_\_\_\_

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_____ <i>Applicant's Last Name</i>	_____ <i>First Name</i>	_____ <i>Middle Initial/Suffix</i>
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**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Signature)

Sponsor's Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

OSB ID Number \_\_\_\_\_



# STATEMENT OF PROFESSIONALISM

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The following Statement of Professionalism<sup>1</sup> has been adopted by the United States District Court for the District of Oregon and applies to all attorneys admitted to practice before the bar of this Court.

## INTRODUCTION

As members of the bar of the U.S. District Court for the District of Oregon, we belong to a profession devoted to serving both the interests of our clients and the public good. In our roles as officers of the court, as counselors, and as advocates, we aspire to a professional standard of conduct. With adherence to a professional standard of conduct, we earn a reputation for honor, respect, and trustworthiness among our clients, in the legal community, and with the public.

## PROFESSIONALISM

Professionalism includes integrity, courtesy, honesty, and willing compliance with the highest ethical standards. Professionalism goes beyond observing the legal profession's ethical rules by sensitively and fairly serving the best interest of clients and the public. Professionalism fosters respect and trust among lawyers and between lawyers and the public, promotes the efficient resolution of disputes, simplifies transactions, and makes the practice of law more enjoyable and satisfying.

To further our commitment to conduct ourselves as professionals, we adopt the following general guidelines for our practice.

## GENERAL GUIDELINES

- 1.1 As officers of the court, we will promote the integrity, dignity, independent judgment, effectiveness, and efficiency of the legal system
- 1.2 We will work professionally with all parties whose activities relate to our client's work.
- 1.3 We will conduct our practice in a courteous, fair, and respectful manner.
- 1.4 We will conduct our practice in a timely manner.
- 1.5 We will commit ourselves to developing and preserving the ideals of integrity, honesty, competence, fairness, and devotion to the public interest.
- 1.6 We will represent our clients zealously within the bounds of the law and the ethical standards approved by law of the US District Court - District of Oregon, vigorously protecting the interest of our clients in a responsible manner.
- 1.7 In appropriate cases, we will advise our clients of the availability of mediation, arbitration, and other alternative methods of resolving disputes.

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<sup>1</sup>This Statement of Professionalism has been abridged from the Statement of Professionalism adopted by the Oregon State Bar and approved by the Supreme Court of Oregon.

- 1.8 We will avoid all forms of discrimination. We will actively support all efforts to assure that all members of our society are afforded the protections and rights provided by law.
- 1.9 We will not knowingly misstate facts or law. We will not knowingly cause a person to form a mistaken conclusion of facts or law.
- 1.10 We will learn and follow practices and civilities that encourage respect, diligence, candor, punctuality, and trust.
- 1.11 We will avoid unjust and improper criticism and personal attacks on opponents, judges, and others and will refrain from asserting untenable positions.
- 1.12 We will not use delaying tactics.
- 1.13 We believe lawyers should solve problems, not create or exacerbate them.
- 1.14 We will be knowledgeable in the areas in which we practice, and when necessary will associate with or refer clients to counsel knowledgeable in other fields of practice.





# APPLICATION FOR APPOINTMENT TO THE PRO BONO REPRESENTATION PANEL OF THE U.S. DISTRICT COURT DISTRICT OF OREGON

I wish to have my name added to the Pro Bono Representation Panel established by the United States District Court for the District of Oregon. If the appointment is granted, I understand that I may periodically receive cases to review. I further understand that when such referrals are made, I will be asked to investigate the plaintiff's case, and to accept representation if I determine there is a meritorious claim.

I also understand there are no funds available for reimbursement of investigative expenses prior to a decision to accept or decline representation. Should I accept representation and prevail, I may be entitled to attorneys fees as provided by law.

\_\_\_\_\_  
(Signature)

Applicant's Name: \_\_\_\_\_

Firm's Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OSB ID Number: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Business e-mail: \_\_\_\_\_



**U.S. District Court  
Historical Society**

## Membership Application

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Enclosed is my application and annual membership dues to join the United States District Court Historical Society

*(Please check level of membership desired):*

- ☐ Lifetime Member (*one-time contribution*) ..... \$1,000
- ☐ Sponsor ..... \$ 150
- ☐ Sustaining Member ..... \$ 75
- ☐ General Member ..... \$ 50
- ☐ Judicial Law Clerk ..... \$15
- ☐ Student ..... \$15
- ☐ Admitted to U.S. District Court for more than one year but less than four  
years ..... \$25

Special Note: Please mail your check and membership application form to:

**U.S. District Court Historical Society**  
740 U.S. Courthouse  
1000 SW Third Avenue  
Portland, Oregon 97204-2902

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_